

Conducting a waste assessment is not difficult. Simply follow the steps below and complete the Waste Assessment Form provided.

## 1. Review company records

The types of records you should consider reviewing include:

- Waste hauling and disposal records and contracts
- Recycling records and contracts
- Purchasing and inventory records

Use these records to complete Sections I, II, III, IV and V of the form. Section I documents basic facility information, Section II estimates your company's annual waste generation rate and the costs for collecting and disposing of this waste. Section III helps you document current recycling activities. Section IV will help you document your current hazardous waste generation.

## 2. Conduct a facility walk-through

A facility walk-through is a relatively quick way to examine your company's waste-generating practices. It involves touring the facility, observing activities in various departments, and interviewing employees about waste-producing activities. A walk-through also allows you to identify ideal and convenient locations for recycling containers and to consider possible waste reduction opportunities applicable to each department's activities.

During the walk-through, complete the first three columns of Section V of the form. This will help you record the predominant waste types, points of generation and any existing waste prevention activities. If your company is large or if the operations of each department vary significantly, you may want to complete a separate copy of Section V for each department within your company.

## 3. Compile the results

Now you're ready to look at the results and identify waste reduction opportunities that may be most suitable and beneficial for your company. Focus on those waste materials that comprise the greatest percentage of your waste stream, that could reasonably be collected separately and that could be recovered in such a way as to minimize contamination by other waste materials. List the waste reduction opportunities you identify in the last column of Section V of the form. This list is your starting point for developing the logistics of future waste reduction and recycling activities.



## Waste assessment form

Conducted by:	Phone:	Date:
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**I. GENERAL INFORMATION**

Company name:		
Address:		
Contact person:	Phone:	
E-mail:	Fax:	
Number of employees:		
Type of business (for instance, retail, office, hotel, light industry, restaurant, apartment, etc.):		

**II. CURRENT WASTE COLLECTION INFORMATION (not including recycling or hazardous waste)**

Who is responsible for collecting waste on site (for instance, custodial staff, employees)?									
Name of waste collection company:									
Quantity of waste collected monthly (if known or estimated):									
Number and size of waste collection containers, collection frequency, and cost of collection: Indicate number of each size container/ dumpster used, and complete appropriate information for each.									

# of containers	Size & type of collection container*	Frequency of collection (times/week)	How full is container when emptied? (on average)	Collection costs (complete all that apply)					Quantity of waste collected (lbs./month)**
				Monthly container rental fee	Monthly collection fee	Fee per pull	Disposal fee (\$/ton)	Total monthly cost	
<b>Monthly totals</b>									

\* For example: cans/bags, carts, dumpster (include size, for instance, 2cy-8cy), compacting dumpster (include size, for instance, 2cy-8cy), roll-of (include size, for instance, 10cy-40 cy), or compactor (include size, for instance, 30cy-40 cy).

\*\* To estimate the quantity of waste disposed, you can use the following formula for each of the containers:  
 Container size (in cubic yds) \* % full \* # of pickups/month \* 250 lbs./cy (for compacted waste, use 500 lbs./cy) = Est. quantity of waste disposed.

**III. CURRENT RECYCLING ACTIVITIES**

Who is responsible for collecting recyclables on site (for example., custodial staff, employees)?

Type and quantity of recyclables, collection frequency, and cost of collection: For each type of recyclable material collected, provide the appropriate information below.

Type of recyclable material (note if shredded)	Recycling company or drop-off location	# of containers	Size & type of collection container*	Frequency of collection (times/week)	Collection costs (complete all that apply)			Total monthly (cost) or revenue	Average quantity collected (lbs./month)
					Monthly collection fee	Processing fee (\$/lb.)	Revenue (\$/lb.)		
Monthly totals									

**IV. CURRENT HAZARDOUS WASTE MANAGEMENT ACTIVITIES**

Do you have a Hazardous Waste Generator ID #? If yes, provide that number:

Is your facility Conditionally Exempt, Small Quantity or Large Quantity Hazardous Waste generator?

Hazardous Waste Disposal Company(ies):

Types & Quantity of Hazardous Waste, Collection Frequency and Cost of Collection:  
*(For each type of Hazardous Waste collected, complete the appropriate information.)*

Type of Hazardous Waste (note if recycled)	Containers		Collection Frequency (times/mo or week)	Total Monthly (Cost) or Revenue	Average Quantity Collected (lbs/month)
	#	Size/Type (e.g. 55 gal/steel drum)			
Monthly Totals					

